

RFMS STEERING TEAM MEETING MINUTES	
Meeting Type: <u>Weekly</u>	Meeting Date: <u>28 July 04</u>
Meeting Time: <u>1000-1030</u>	Meeting Place: <u>Kaizen No Yochi</u>
Present: CO, XO, DRE, DOICC, C130 (Recorder/ Facilitators)	

GROUP CALENDAR	
25-30 Jul	BM TAD to DC.
30 July	NAVFACFE establishment ceremony/command picnic
3-5 Aug	DOICC TAD to Sasebo
4-6 Aug	ADM Dorm COMPACFLT
6 -17 Aug	BM on leave.
7 Aug	RPAO detaches from Japan.
13 Aug	New RPAO reports
17 - 27 Aug	CO on Leave and TAD to Hawaii.
23-25 Aug	DOICC to Misawa
23 - 27 Aug	XO and BM on TAD to Hawaii
24-25 Aug	NAVFACPAC FEC Summit.
Sept 04	CNO visits Japan
25-29 Oct	DG Engle/Ruehe
26-28 Oct	FY05 SBP Off-site Conference
12-18 Jan 05	NAVFAC FE IG

**1. Review minutes of the last meeting and Group Calendar.**

Minor changes were made.

## 2. 90 days Task list.

90-Day Task List	Person Responsible
Provide FISC partnership summary to CO	C10
Develop Regional Work Induction process for Hub (core) product/service delivery	DRE
Receive inputs from BLMs. CO looking process chart for all PWOs.	
Document roles and responsibilities of RFMS Steering Team in the OPS manual	XO
PWFSO to assist with OPS manual.	

## 3. You Make A Difference Award write-ups.

Some supervisors try to submit to the entire group.

CO recommended kick back to department heads with a note “Really appreciate your submission. However the justification is not enough to clarify above and beyond their duties. If appropriate resubmit.”

Must be for above/beyond the normal duties. Code 130 to check if it beyond the normal duties.

## 4. GPC Updates.

Delinquency payment occurred first time ever since GPC program has been implemented. C150 took normal procedures to make the payment as usual. C150 is checking with DFAS what happened.

C800 will be transferred to FISC. There will be no GPC subject matter expert in NAVFACFE. CO –this issue needs to be revised and solved.

## 5. COW

Mr. Gober presented metrics package.

## 6. Goal status update.

None.